

Administrative - Internal Use Only

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22 NOV 1977

MEMORANDUM FOR: All Component PEMS

FROM :

Chief, Career Management Staff

STATINTL

SUBJECT : Training as an Outplacement Service

1. In keeping with the Agency policy of assisting to the extent feasible in the outplacement of personnel who are planning post-Agency employment, Agency training which might enhance the employability of such personnel will be open to them on a space available basis. Needless to say, excluded are courses teaching skills which could be misused, e.g., surreptitious entry and audio surveillance techniques. This training would have to be completed before established mandatory retirement or separation dates.

2. Please bring this notice to the attention of all personnel who fit the above description, and make available to them OTR and OTS catalogs to assist them in screening for training which might enhance their employability outside the Agency. Training enrollment application for such personnel should be routed via the DDO Training Officer to the component which conducts the particular course.

STATINTL

cc: All DDO TRO's
DTR
C/OTS/TRG
O/DDO
cms/PE

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